

Approved
CMPC Facilities & Amenities Subcommittee
Meeting Minutes

Tuesday, December 11, 2007

Millennium Room 11

8:00 a.m.

Attendees: Jim Kottas, John Cunningham, Kate Hollister, Val Wormell

Call to Order: 8:10 a.m.

I. Consent Agenda

Discussion of the governance questions will be added to the agenda.

II. Approval of Minutes

Wormell made a motion to approve the 12/6/07 meeting minutes. Hollister seconded and the motion carried unanimously.

III. Review outstanding action items

Outstanding/New Action items:

- sign up subcommittee on various Town Board's agendas – Planning Board, Board of Selectmen done(VW)
- solicit amenities list from Assistant Town Manager – done, see email response (JK)
- list potential adversarial groups – VW to email westfordtaxpayers.org (JC)
- document list of questions/comments for consultant – done (JK)
- status of various reports; dept level surveys, long range fiscal policy – done (VW)
- distribute fire study report when available – report not available (VW)
- add consultant "stress points" to issues list – TBD (JK)
- collect, collate subcommittee responses to discussion questions – done (JK)
- type and forward interview responses - in progress (ALL)
- send question #11 to Jay Donovan at NMCOG – done (JK)
- send question #13 to Erica Davidson, WestfordCAT – done (JK)

IV. Discussion Topics

The schedule was discussed.

Discussion questions and answers were divided among committee members to summarize responses for the Comprehensive Master Plan Committee presentation. Cunningham recommended each answer begin with a firm "yes or no" followed by an explanation. The subcommittee agreed. Responses need to be prepared by 12/13 for final review prior to presentation.

The subcommittee completed review of the technical paper. Kottas will prepare the response for the consultant. Follow up questions to be answered are wireless capability at the library and funding requests for Historic building studies. Wormell to inquire.

V. Next Meeting

Thursday, December 13, 2007, 8 AM, Millennium Room 11.

VI. Adjournment

Wormell moved to adjourn the meeting at 9:45 a.m.